



Ensuring a fair workplace

Policy | BM6



Policy Statement

Goodstart Early Learning (Goodstart) is committed to ensuring all employees are treated fairly in all aspects of their employment. In order to achieve a fair workplace for all employees, Goodstart aims to provide a workplace that is free from all forms of discrimination, harassment and bullying and that all employees are treated equally.

What does this policy apply to?

- ▶ Management for Performance
- ▶ Equal Employment Opportunity
- ▶ Employee Support Structure
- ▶ Employee Grievance and Complaints Handling
- ▶ Preventing and Dealing with Bullying, Harassment and Discrimination in the Workplace
- ▶ Disciplinary Management
- ▶ Workplace Investigations

Management for Performance

Goodstart is committed to supporting and developing our people by creating a positive and stimulating environment in which employees are able to: operate effectively, achieve success and satisfaction in their work, while contributing to the achievement of Goodstart's vision, purpose and strategic goals.

Goodstart manages performance in a comprehensive and transparent manner to support effective performance and encourage excellence while dealing fairly and consistently with underperformance, unsatisfactory performance and serious misconduct.

Equal Employment Opportunity

Goodstart is committed to ensuring the provision of equal opportunities for all current and prospective employees. Goodstart respects and celebrates the diversity of skills, experiences, views and opinions that its employees bring to the workplace and looks forward to these attributes enhancing early learning and business outcomes for children, families, fellow employees, communities, and all other persons and companies connected with Goodstart.

Goodstart commits to meeting all of its equal opportunity responsibilities and obligations as an employer, with particular regard to:

- Promoting merit in employment-related decisions;
- Promoting equal employment opportunity and eliminating discrimination in the recruitment process;
- Eliminating all forms of discrimination from our work environments; and
- Complying with relevant equal employment opportunity industrial instruments and legislation.

Employee Support Structure

Goodstart is committed to take any action necessary to ensure that all Goodstarters can feel safe and be safe, this includes physical, cultural and psychological safety. Underpinned by the 'look, do, tell' framework, we amplify and promote the voice and rights of our Goodstarters, through the prevention, identification and response of any concerns, grievances or complaints.

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Preventing Bullying, Harassment and Discrimination in the Workplace

Goodstart is committed to ensuring fair and equitable workplace practices and does not tolerate bullying, harassment and discrimination in the workplace.

Goodstart considers all types of harassment, discrimination, and bullying to be unacceptable forms of behaviours that will not be tolerated under any circumstances. We believe that all employees should be treated fairly and with respect.

Goodstart is therefore committed to ensuring that:

- Harassment, discrimination, and bullying complaints in the workplace are treated seriously;
- Complaints are attended to promptly and confidentially;
- Complaints are investigated impartially;
- Action is taken to ensure that misconduct does not continue; and
- Complainants and witnesses are not victimised in any way.

Disciplinary Management

Goodstart expects all employees to undertake their work duties and behave in accordance with organisational standards, including the Code of Conduct and Child Safe Behaviour Standards.

Goodstart aims to ensure that any concern or issue regarding unacceptable performance or unacceptable behaviour, and any consequent disciplinary action, will be handled appropriately, fairly, and consistently and in line with the principles of natural justice.

Workplace Investigations

Any grievance, complaint or allegation of misconduct, harassment or discrimination which triggers the requirement to conduct a workplace investigation will follow three core principles, that is fairness, confidentiality and sound and consistent process. The process will ensure that the perspectives and needs of the respondent, the complainant, witnesses, employees, children and families are all acknowledged, respected and balanced.

Responsibilities

This procedure is to be implemented by: All Goodstart Staff

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